

# WASHOE COUNTY REGIONAL 800 MHz COMMUNICATION SYSTEM

## *Joint Operating Committee*

### **MINUTES**

**Friday ~ January 17, 2014 ~ 10:00 a.m.**  
**Washoe County Administration Complex**  
**Building C - Conference Room**  
**1001 East Ninth Street, Reno, Nevada**

**1. CALL TO ORDER, ROLL CALL AND INTRODUCTION OF NEW MEMBERS** [Non-action item]

Chair Kuzanek called the meeting to order at 10:03 a.m. A quorum was established.

**PRESENT:** Bryan Boren – Veterans Administration Police; Mike Brown – North Lake Tahoe Fire Protection District; Robert Chisel – City of Reno, David Curtis – Nevada Air National Guard; Steve Driscoll – City of Sparks; Jamie Edrosa – Reno Tahoe Airport Authority; Mike Henry – Pyramid Lake Paiute Tribe; Denise – Nevada Department of Transportation; Timothy Kuzanek – Washoe County; Tim Leighton – Sierra Fire Protection District; Charles Moore – Truckee Meadows Fire Protection District; Tracy Moore – Washoe County School District; and Pat Nielson – Truckee Meadows Water Authority.

**ABSENT:** Ed Atwell – University of Nevada, Reno; Valerie Barr – Reno Sparks Indian Colony; Andrew Clinger – City of Reno; Jeff Cronk – City of Sparks; Adam Garcia – University of Nevada, Reno; Andy Gebhardt – Truckee Meadows Water Authority; Dan Johnston – Truckee Meadows Community College; Jon Kelley – Washoe County School District; Patrick Kendrick – Drug Enforcement Administration; Chris Ketring – Sierra Fire Protection District/Truckee Meadows Fire Protection District; Arlen Melendez – Reno Sparks Indian Colony; Richard Nelson – Nevada Department of Transportation; Jackie Quintone – Reno Sparks Indian Colony; Jason Reynolds – Truckee Meadows Community College; Laura Schmidt – Washoe County; Michael Scott – Reno Tahoe Airport Authority; Mike Shaffer – Washoe County School District; Ryan Sommers – North Lake Tahoe Fire Protection District; and Jason Trevino – Washoe County School District.

Chair Kuzanek introduced Bryan Boren – Veterans Administration Police.

A Deputy District Attorney was not present at this meeting.

**2. PUBLIC COMMENTS** [Non-action item]

There were no public comments.

**3. ELECTION OF OFFICERS** [For possible action] – 1) Chair; 2) Vice-chair; and 3) Secretary

Chair Kuzanek opened the meeting to nominations for Chair.

Responding to Tim Leighton's inquiry about whether Chair Kuzanek would like to continue to serve as Chair of the 800 MHz JOC (Joint Operating Committee), Chair Kuzanek explained that his schedule and work assignments over the next 12-months were unknown and that while it has been a pleasure to serve as Chair, he would decline a nomination at this time.

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***Tim Leighton nominated Charles Moore to serve as Chair. The nomination was seconded by Mike Brown.***

Charles Moore accepted the nomination.

***The nominations were closed and Charles Moore was elected as Chair of the 800 MHz Joint Operating Committee.***

Nominations for the position of Vice-chair were opened.

***Robert Chisel nominated Tracy Moore to serve as Vice-chair. Steve Driscoll seconded the nomination.***

Tracy Moore accepted the nomination.

***The nominations were closed and Tracy Moore was elected to serve as Vice-chair of the 800 MHz Joint Operating Committee.***

Nominations for Secretary were opened.

***Robert Chisel nominated Steve Driscoll to serve as Secretary.***

Steve Driscoll declined the nomination as his current assignment may transition in the near future.

***Charles Moore nominated Tim Leighton to serve as Secretary. Robert Chisel seconded the nomination.***

Tim Leighton accepted the nomination.

***The nominations were closed and Tim Leighton was elected as Secretary of the 800 MHz Joint Operating Committee.***

Mr. Driscoll expressed his appreciation for Chair Kuzanek's service over the past year.

Chair Kuzanek turned the meeting gavel to Charles Moore.

#### **4. APPROVAL OF THE NOVEMBER 21, 2013, MINUTES [For possible action]**

Hearing no public comment or board discussion Chair Moore asked for a motion.

***It was moved by Mike Brown, seconded by Pat Nielson, to approve the November 21, 2013, minutes, as submitted. MOTION CARRIED.***

#### **5. CORRESPONDENCE [Non-action item]**

There was no correspondence.

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6. **WEDEKIND RADIO SITE** [For possible action] – *A review, discussion and possible action to approve, deny or otherwise modify a request by the City of Sparks for assistance in the acquisition, development and future operations of a radio repeater site located on BLM (Bureau of Land Management) land. This site is located north of Wedekind Road and east of the Pyramid Highway and when completed will provide improved coverage for all agencies that operate in the Spanish Springs area including the Pyramid Highway corridor. [Continued from November 21, 2013]*

Shawn Tayler – Regional Communications Coordinator, commented that technical staff had reviewed the proposed site and appears that it will improve coverage at southern portion of Spanish Springs and address some of the coverage issues in other areas as well. The City of Sparks intends to relocate equipment currently located at the Nugget to the Wedekind Road site. Mr. Tayler explained that while the relocation may provide a side glance at the Nugget, it is unlikely to address communications issues in the main casino and basement areas of the Nugget. Mr. Tayler believes the relocation of equipment from the Nugget may be related to the change in ownership.

Steve Driscoll explained that the decision to relocate the equipment from the Nugget location, which has been provided at no charge for many years, was made long before the news of the sale of the Nugget was public knowledge. Mr. Driscoll noted that the relocation of existing equipment, allows the City of Sparks to leverage existing resources while addressing a known communications issue without additional expenditures for new equipment. Mr. Driscoll commented that the equipment is an asset of the City of Sparks and that WCRCS (Washoe County Regional Communications System) provides technical assistance

Mr. Tayler responded to Tim Kuzanek's inquiry about improved communications in the I-80 east corridor, explaining that this relocation would not improve communications in the I-80 east corridor as the equipment is made up of conventional repeaters used for mutual aid should trunking capability be lost.

Tim Leighton recommended that the JOC (Joint Operating Committee) endorse the project and pointed out that there will be little to no fiscal impact other than technical assistant from WCRCS.

Mr. Tayler stated that there are no known additional costs associated with the acquisition of the subject site by the City of Sparks other than what is provided in the normal daily operations of the communications system. Mr. Tayler explained that while the City of Sparks assumes component costs, WCRCS will continue to provide technical assistance as needed.

Mr. Driscoll explained his understanding that the fiscal relationship would remain the same with the City of Sparks and WCRCS providing the same support at the Wedekind Road site.

Robert Chisel expressed his support for the request and questioned why the equipment would not be made part of the WCRCS pool of resources so that the costs and benefits are shared.

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Mr. Tayler commented that the City of Sparks holds the VHF license, while WCRCS holds the 800 MHz license.

Mr. Driscoll stated he would have costs of the current operation developed so that the board might better understand whether the site and equipment should fall under the WCRCS umbrella to the next JOC meeting.

***It was moved by Robert Chisel, seconded by Mike Brown, to approve the request as presented and direct that WCRCS (Washoe County Regional Communications System) staff assist the City of Sparks in the move of the repeater site. MOTION CARRIED.***

- 7. PS FIRE 1 AND ITS REQUIREMENT ON THE FIRST PAGE** [For possible action] – *A review, discussion and possible action to approve, deny or otherwise modify a recommendation from the 800 MHz Users Committee to place PS FIRE1 on the first page in the 16<sup>th</sup> position, of Law Enforcement radios. [Continued from November 21, 2013]*

Shawn Tayler – Regional Communications Coordinator, explained that the 800 MHz Users Committee had taken action to allow agencies to relocate PS LE1 to the 16<sup>th</sup> position of page 1 for law enforcement.

Tracy Moore explained that the recommendation comes from the after-incident briefing and discussions of the Sparks School and Renown shooting. It is unclear as to how PS FIRE1 might be changed.

***It was moved by Tim Kuzanek, seconded by Tracy Moore, to approve the 800 MHz Users recommendation to move PS LE1 to the 16<sup>th</sup> positions in all law enforcement radios. MOTION CARRIED.***

- 8. HISTORICAL INFORMATION ON THE 5-PERCENT CONTRIBUTION TO THE WASHOE COUNTY REGIONAL COMMUNICATIONS SYSTEM INFRASTRUCTURE ACCOUNT** [Non-action item] – *An informational presentation on the history of the 5-percent contribution to the Washoe County Regional Communications System's Infrastructure Account.*

Annette Van Der Wall – Technology Services, drew attention to the report provided (copy on file) as well as an excerpts of the January and February 2011 meeting minutes, when Technology Services was asked to find a way to reduce the level of funding due to budget constraints.

Mike Brown left the meeting at 10:35 a.m.

Ms. Van Der Wall noted that the 5-percent was not reinstated after its removal in FY (Fiscal Year) 2011-2012. Ms. Van Der Wall explained that the JOC had, at the November 21, 2013, meeting asked for an update that will be addressed under Agenda Item 9.

Mike Brown rejoined the meeting at 10:37 a.m.

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**9. FISCAL YEAR 2014-2015 800 MHz OPERATIONS AND MAINTENANCE BUDGET** [For possible action] – *A review, discussion and possible action to approve, deny or otherwise modify the 800 MHz Users Committee recommendation on the proposed Fiscal Year 2014-2015 Operations and Maintenance Budget.*

Shawn Tayler – Regional Communications Coordinator, provided an overview of the 2014-2015 800 MHz Operations and Maintenance Budget, which includes proposals for Infrastructure funding at various levels. The baseline proposal does not include any contribution to the Infrastructure Fund and includes cost increases from \$196.00 per radio in FY (Fiscal Year) 2013-2014 per radio cost is as follows: Option 1) \$212.55 Operations only; Option 2) \$223.18 Operations and Infrastructure at 5-percent; Option 3) \$226.37 Operations and Infrastructure at 6.5-percent; and Option 4) \$233.81 Operations and Infrastructure at 10-percent.

Annette Van Der Wall – Technology Services, explained that the Board of Washoe County Commissioners approved implementation of a 3 year cost allocation plan which added additional overhead costs to non-general fund entities, resulting in an increase of approximately \$50,000.00 to the 800 MHz Operations plan.

Mr. Tayler explained that various upgrades that are needed on the VIDA (Voice, Interoperability, Data, and Access) switches in order to add additional dispatch consoles, which will come back to the 800 MHz Users and JOC (Joint Operating Committee) in a future agenda. Other upgrades include the replacement of aging UPS (Uninterrupted Power System) at Red Peak and the remaining three (3) sites in the Lake Tahoe Basin. Mr. Tayler noted that the Lake Tahoe Basin sites will be less costly to upgrade.

Robert Chisel commented that while he understands and is proponent of funding infrastructure, he is concerned about already tight budgets, which makes it difficult to determine how the costs can be handled.

Denise Inda noted that the staff report indicates a staff recommend of either Option 2 or Option 3.

Responding to Tracy Moore's inquiry about the availability of federal funding, Mr. Tayler explained that there is no federal funding for LMR (Land Mobile Radio) for public safety since the focus is on broad band technology.

Chris Magenheimer noted that the Public Safety Broad Band administered by FirstNet has  $\pm$ \$5-billion allocated nationwide and that LMR will not be replaced in rural areas. Therefore, it is necessary to plan for future radio systems now as the existing EDACS (Enhanced Digital Access Communications System) systems are replaced.

Responding to an inquiry about the need to approve the budget at today's (January 17, 2014) meeting, Ms. Van Der Wall explained that a special JOC meeting would be needed in February to approve a revised plan if the JOC did not act on the budget request at today's meeting.

***It was moved by Steve Driscoll, seconded by Mike Brown, to approve the 2014-2015 800 MHz Operations and Maintenance budget with Option 2 as presented. MOTION CARRIED.***

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10. **AREAS OF LIMITED COMMUNICATIONS** [For possible action] – *A review, discussion and possible action to approve, deny or otherwise modify a proposal to secure a cost estimate to conduct a study of options to address communications coverage issues.*

Shawn Tayler – Regional Communications Coordinator, noted that there was little to update since the November 21, 2013, meeting and that surveys had been delayed somewhat due to winter weather conditions. It is expected that the surveys will continue with a more in-depth update at the next meeting. Mr. Tayler noted that there is little coverage in the Red Rock area, which appears to be the result of what appears to be an old volcano. Mr. Tayler will develop a short list of known limitations.

Chair Moore asked that this agenda item be continued until the next quarterly meeting.

11. **NEVADA COMMUNICATIONS STEERING COMMITTEE UPDATE** (Non-action item) – *An informational update and possible direction to staff on recent activities of the NCSC (Nevada Communications Steering Committee). Minutes of previous NCSC meeting minutes can be found at: <http://dem.nv.gov/NCSC/NCSC/>.*

Jake Conely drew attention to the Executive Order (copy on file) signed by Governor Brian Sandoval (copy on file) dissolving the NCSC (Nevada Communications Steering Committee). The Governor will establish a separate committee that does not include many of the current NCSC members. Mr. Conely noted that the Executive Order outlined future membership and asked that this item be removed from future agendas pending the formation of the new committee. Mr. Conely explained that membership applications must be submitted to the Governor's Office and that the JOC (Joint Operating Committee) can make recommendations on future appointees.

12. **800 MHz USERS COMMITTEE UPDATE** [For possible action] – *A review, discussion and possible direction on recent actions/recommendations of the 800 MHz Communications System Users Committee.*

Tracy Moore - 800 MHz Users Committee Vice-chair, commented that Jake Conely had recommended that the 800 MHz Users Committee agendaize a discussion and possible appointment of a subcommittee to discuss and identify recommendations for the PS LE1 talk group as most law enforcement personnel tend to hesitate to use the PS FIRE1 talk group. Other discussions included the Interlocal Agreement that is up for renewal in October 2014 with a request to member agencies to provide comment no later than 5:00 p.m., March 7, 2014. The 800 MHz Users Committee will then finalize the draft and make recommendations for the JOC's (Joint Operating Committee) consideration at the next quarterly meeting. Mr. Moore noted that the Interlocal Agreement then has to be approved by the original signers; Reno, Sparks, Washoe County, Washoe County School District, Truckee Meadows Fire Protection District and NDOT (Nevada Department of Transportation). Mr. Moore asked that individuals having concern or question contact Ryan Sommers, Shawn Tayler or himself. Mr. Moore then noted that the audio level issues were generally related to improper use of microphones. Mr. Moore explained that microphones should be held within two (2) inches of the speaker mouth and that while the current

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EDACS (Enhanced Digital Access Communications System) system has some automatic gain built in the newer digital systems do not.

Shawn Tayler – Regional Communications Coordinator, noted that only 84 LID's (Logical Identification Number) were available for use as of this morning (January 16, 2014). Mr. Tayler emphasized that LID's that are not assigned or in use are already in the pool of available LID's and asked that member agencies review their radio list and return unused or broken radios so that the LID can be reissued.

Responding to Tim Kuzanek's concern about radios out of service pending return of the operator form extended leaves due to illness or other issues, Mr. Tayler explained that LID's were typically held for the member agency and that before being swept and reassigned that agency would be contacted to see if the LID will be activated in the near future.

No specific action taken.

### **13. 800-MHz REGIONAL COMMUNICATIONS SYSTEM STATUS UPDATE** [For possible action] – *An informational update on the status of the communications system.*

Shawn Tayler – Regional Communications Coordinator, drew attention to the system status update attached to the agenda noting that the operation is operating within normal operating parameters. However, two (2) of the older UPS (Uninterrupted Power Source) units are developing issues due to age (installed in 2001 and 2002). Mr. Tayler pointed out that only four (4) sites have not been converted to the DC (Direct Current). The intent is to convert the last of the core sites to DC back-up in the next fiscal year with the remaining three (3) located in the Lake Tahoe basin will be converted in the future and are less expensive. The critical unit to convert is at the Red Peak site.

### **14. COMMUNICATIONS SYSTEM RADIO UPDATE** [For possible action] – *A review, discussion and possible direction to staff to work with NDOT (Nevada Department of Transportation), NV DPS (Nevada Department of Public Safety) and NV Energy on testing and evaluating possible new radio system technologies.*

Shawn Tayler – Regional Communications Coordinator, commented that he continues to meet with NDOT (Nevada Department of Transportation) and NV Energy and DPS (Department of Public Safety) and appear to be close to issuing an RFP (Request for Proposal).

Denise Inda – NDOT, outlined the next steps in the system replacement process. Ms. Inda commented that the NDOT Director had approved moving forward with an RFP to identify and engage a consultant to assist in the final scope of work necessary to evaluate future proposals and selections. Ms. Inda noted that funding process in place for the State of Nevada and the need to seek legislative approve. DNOT will continue to work with partner agencies in support of those efforts.

Mr. Tayler commented that it has been a good experience working with partner(s) that have a common vision to leverage what is in place in light of the current fiscal issues.

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Tim Leighton left the meeting at 11:15 a.m.

Mr. Tayler asked that member agencies provide their input on what they would like to see in a future system.

No specific action taken.

Tim Leighton rejoined the meeting at 11:17 a.m.

- 15. SUGGESTED MODIFICATIONS TO THE INTERLOCAL AGREEMENT** (For possible action) – *A review, discussion and possible direction and or recommendation to staff on the upcoming renewal of and suggested modifications to the WCRCS (Washoe County Regional Communications System) Interlocal Agreement.*

Tracy Moore noted that while no action is being sought at today's meeting, progress is being made. The 800 MHz Users Committee directed that member agencies review the revised document (copy on file) and provide comment no later than 5:00 p.m., March 7, 2014, so that the 800 MHz Users Committee can make a recommendation to the JOC (Joint Operating Committee).

No specific action was taken.

- 16. COMMUNICATIONS SYSTEM CAPACITY UPDATE** [For possible action] – *A review, discussion and possible direction to staff on the expanding dispatch console needs and infrastructure upgrades needed to support them.*

Shawn Tayler – Regional Communications Coordinator, recalled the events of the past year and their impact on the aging infrastructure. Mr. Tayler explained that he has been in discussion with Harris Electronics about upgrading dispatch console capacity that will support the current EDACS (Enhanced Digital Access Communications System) system as well as the future P-25 Phase 2.

Denise Inda – NDOT (Nevada Department of Transportation), commented that she had been part of the negotiation process and supported moving forward as NDOT continues to move through the State of Nevada process.

Responding to Tracy Moore's inquiry about what, if any, impact the new consoles would have on the existing EDACS (Enhanced Digital Access Communications System) system, Mr. Tayler explained that the new equipment would function with existing and newer technologies and prolong the life-span somewhat. However, it is not expected that existing field units will last until the new technology is implemented.

No specific action taken.

- 17. COMMUNICATIONS PLAN AND USE OF MUTUAL AID FREQUENCY DURING A SYSTEM FAILURE** (For possible action) – *A review, discussion and possible action to approve, deny or otherwise modify a recommendation by the 800 MHz Users Committee to approve an update to the SOG (Standard Operating Guidelines), including update on work*

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*done to date as well as goals and publication of the guide, that includes the Interlocal Agreement and rules for usage of the system as well as an inventory of command vehicles, other mobile equipment and protocols for deployment during critical emergency incidents for current and future users of the regional communications system.*

Jake Conely noted that the Technical Working Group would meet at The Galena Group offices at 2:00 p.m., January 28, 2014.

Gwen Brandenburg – The Galena Group, Inc., asked that those interested in attending the meeting notify her of their attendance so that a larger venue can be found if needed.

No specific action taken

**18. REBANDING UPDATE** (For possible action) – *A review, discussion and possible direction to approve, deny or otherwise modify a recommendation as it pertains to the Rebanding process.*

Gwen Brandenburg – The Galena Group, Inc., commented that a signed agreement had been submitted to legal counsel, which may result in a final agreement with Sprint/Nextel in early Spring, 2014.

Robert Chisel expressed his appreciation for the time and effort The Galena Group, Inc. has put into the project and process.

No specific action was taken.

**19. CO-LOCATION SERVICES AT THE FOX MOUNTAIN SITE** [For possible action] – *An ongoing review, discussion and possible action approve, deny or otherwise modify the 800 MHz Users Committee recommendation on the Allied Nevada Gold Corporation's request for use of WCRCS (Washoe County Regional Communications System) generated power for the Fox Mountain Repeater site building and antenna tower.*

Shawn Tayler – Regional Communications Coordinator, noted that the agreement to use the Washoe County building located at the site had ended on December 31, 2013. Although the Allied Nevada Gold equipment was to have been relocated to their new site by the end of 2013, the equipment is still on-site and drawing power from WCRCS (Washoe County Regional Communications System).

No specific action was taken.

**20. REGIONAL COMMUNICATIONS, OPERATIONS AND COORDINATION TEAM** [Non-action item] – *An informational update on the development of a Regional Communications, Operations and Coordination Team.*

Chris Magenheimer noted that he had been working with Shawn Tayler and Sierra Electronics and will bring Lyon County online later this month (January). Additionally, Douglas County is ready to

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come online with some minor issues with the Carson City tie-in from the Court House to the Carson Dispatch center, which will tie to the Quad County Microwave. An additional gateway by bringing REMSA (Regional Emergency Medical Services Authority) onto the statewide system is being considered to provide console to console dispatch communications. Additionally, discussions continue on ways to tie-in and incorporate Northern California border counties for cross border communications.

- 21. COMMUNICATIONS TEAM UPDATE** [For possible action] – *A review, discussion and possible direction to 800 MHz Users Committee to develop teams of Communication Unit Leaders (COML), Communication Technicians (COMT), Radio Operators (RADO) and Emergency Dispatchers to assist in communication needs during planned and unplanned events that require the use of a Communications Unit.*

Jake Conely recommend that this agenda item be removed from future agendas as there was no grant funding to continue the training.

Mike Brown commended Mr. Conely on his work and dedication to the project.

Responding to Tim Kuzanek's inquiry about whether the trained individuals were career or volunteers, Mr. Conely explained that more than sixty (60) individuals had received the training with several completing their Task Books and have been picked up by Management Teams. Additionally, Las Vegas (Clark County Agencies), Carson City Public Works and volunteer organizations such as the American Red Cross and CAP (Civil Air Patrol) completed the training.

***It was moved by Mike Brown, seconded by Steve Driscoll, to remove this agenda item from future agendas. MOTION CARRIED.***

- 22. EMERGENCY ITEMS** [For possible action]

No emergency items were identified.

- 23. ESTABLISH the JOC (Joint Operating Committee) QUARTERLY MEETING SCHEDULE FOR 2014** [For possible action] – *A review, discussion and possible action to set the JOC (Joint Operating Committee) meeting schedule for the first month of each quarter on the third or fourth Friday of the month; 1) April 17 or 24; 3) July 15 or 22; and 3) October 17 or 24, 2014.*

Denise Inda pointed out that the dates shown were incorrect and should read April 18 or 25 and July 18 and 25.

***It was moved by Steve Driscoll, seconded by Mike Brown, to schedule the quarterly meetings on the third Friday of the first month of each quarter as follows: 1) April 18, 2014; July 18, 2014; and 3) October 17, 2014. MOTION CARRIED.***

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## **24. 800 MHz JOINT OPERATING COMMITTEE MEMBERS AND/OR STAFF ANNOUNCEMENTS, REQUESTS FOR INFORMATION AND SELECTION OF TOPICS FOR FUTURE AGENDAS [Non-action item]**

Chair Moore suggested that a presentation by Shawn Taylor on a current proposal to interconnect REMSA (Regional Emergency Medical Services Authority) with the Washoe and Reno E-COMM be made at the next meeting.

Tracy Moore noted that areas in South Reno such as Geiger Grade and Galena High School had been experiencing cell tower feedback. It appears that the cellular providers may have increased power at their nearby cell sites.

Shawn Talyer – Regional Communications Coordinator, commented that the newer radios 7200, 7300 and XG-35 had experienced similar issue, which has been reported to the manufacturers who are taking steps to address the issue. Although the FCC (Federal Communications Commission) regulates exposure levels, the issue with the radios is one of proximity to a cell tower and is similar to issues experienced with Sprint Nextel and the subsequent rebanding.

Mr. Moore noted that he would continue to work on the issue and perhaps add an agenda item on cell tower frequency interference.

Gwen Brandenburg – The Galena Group, Inc., asked that the bi-directional amplifier for the Nugget be added to the next meeting agenda.

## **25. PUBLIC COMMENTS [Non-action item]**

There were no public comments.

## **26. ADJOURNMENT [Non-action item]**

Chair Moore adjourned the meeting at 11:44 a.m.

**AS APPROVED BY THE 800 MHz JOINT OPERATING COMMITTEE IN SESSION ON APRIL 18, 2014.**